

## MEMORANDUM

August 1, 2008

TO: Pradeep Ganguly, Director, Department of Economic Development

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Follow-up steps outlined in August 1, 2008 CountyStat meeting to be presented at the October 31, 2008 CountyStat meeting

**The following items were identified for follow up during the August 1, 2008 CountyStat meeting:**

1. Place the Economic Development Fund (EDF) and Incubators within the context of the organizational overview/chart as a reference and place them within the “what we do” portion of the Performance Plan overview.  
Responsible party: Department of Economic Development (DED)  
Other parties involved: CountyStat  
Deadline: August 29, 2008
2. Reorganize strategic planning description in Performance Plan and determine how to more accurately display the various components of the strategic planning section.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: August 29, 2008
3. Clarify the overtime caused by cost reduction saving plan to ensure that compensation was not in violation of HR policy .  
Responsible party: DED, Office of Human Resources (OHR)  
Other parties involved: CountyStat  
Deadline: August 29, 2008
4. County Executive Office will review waivers for positions affected by hiring freeze and release appropriate positions.  
Responsible party: County Executive Office (CEX), DED  
Other parties involved: CountyStat  
Deadline: August 29, 2008
5. Revise Headline Measures as appropriate during drafting of DED’s Strategic Plan.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: August 29, 2008
6. Determine cause for FY07 spike in Headline Measure 4 data.  
Responsible party: DED

Other parties involved: CountyStat  
Deadline: August 29, 2008

7. Revisit and recalculate Headline Measure projections, particularly for measuring business development prospects that occur beyond two year projections.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: September 15, 2008
8. Examine business prospect data and benchmark this data against regional and national standards of performance.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: September 15, 2008
9. Review existing job creation data in order to determine appropriate potential indexes to gauge program effectiveness/performance.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: September 15, 2008
10. Benchmark workforce assistance data against regional and national standards of performance.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: September 15, 2008
11. Explore federal grant reporting guidelines for workforce assistance to determine if data required by federal grant would accurately demonstrate program performance.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: September 15, 2008
12. Examine employer participation in workforce assistance program and include data in support of Headline Measure.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: September 15, 2008
13. Develop customer satisfaction survey and process for distribution. Survey should measure customer satisfaction with DED technical assistance and overall service in an attempt to measure long-term outcome results.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: October 17, 2008
14. Incorporate rolling averages into Incubator growth Headline Measure to more accurately capture the effects of the business cycle.  
Responsible party: DED  
Other parties involved: CountyStat  
Deadline: October 17, 2008

15. Revisit Incubator related measures to more accurately capture program success.

Responsible party: DED  
Other parties involved: CountyStat  
Deadline: October 17, 2008

16. Determine appropriate measure for farmland preservation that captures not only acreage preserved but also assistance to farmers.

Responsible party: DED  
Other parties involved: CountyStat  
Deadline: October 17, 2008

17. Ensure that all performance measure data is accurately represented and is visually consistent with other County Performance Plans.

Responsible party: DED  
Other parties involved: CountyStat  
Deadline: October 17, 2008

cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer